

Technical Update

for Municipal Drinking Water Systems

Annual Reports

Ontario's Drinking Water Systems Regulation (O. Reg. 170/03), made under the *Safe Drinking Water Act, 2002*, requires that the owner of a municipal drinking water system prepare an annual report on the operation of the system and the quality of its water.

- For all municipal systems, the reporting period is from January 1 to December 31.
- The report is to be submitted by February 28 of the following year.
- The first annual report is due by February 28, 2004 for the period June 1, 2003 to December 31, 2003 unless the drinking water system was subject to O. Reg. 459/00 or O. Reg. 505/01 (see below).
- If the drinking water system was subject to O. Reg. 459/00 (Section 12), the first report is due February 28, 2004 for the period April 1, 2003 to December 31, 2003.
- If the drinking water system was subject to O. Reg. 505/01 (Section 15), the first report is due February 28, 2004 for the period August 1, 2002 to December 31, 2003.

The annual report must be:

- Submitted electronically using an approved ministry template on or before the date stipulated above. The template (Part III-2) is available on the ministry's Web site at www.ene.gov.on.ca/environet/dwis/forms.htm
- Given without charge to every person who requests a copy. Effective steps must be taken to

advise users of the system that copies of the report are available and how they can be obtained.

- Submitted to the applicable interested authority of each designated facility and each designated facility served by Small Municipal Non-Residential and Large Municipal Non-Residential drinking water systems.
- Posted to the municipality's Web site if the drinking water system is a large municipal residential system serving more than 10,000 people.
- Given to the owner of a drinking water system that is connected to and receives all of its drinking water from the drinking water system that is the subject of the annual report.

For more information, contact:

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